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"Cicero the Consul had suppressed about the Catilinarian conspiracy several expert Writers whom he had taught to make certain Figures and who did in little and short Characters equivalent to Words, put down all he said."

Plutarch's Life of Cato

UNIVERSAL
STENOGRAPHY;

OR,

AN EASY AND PRACTICAL

SYSTEM OF SHORT-HAND,

UPON THE GENERAL PRINCIPLES

OF

THE LATE MR. SAMUEL TAYLOR:

To which are added,

Numerous Improvements from the best Writers,

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With a new Philosophical Alphabet of Fifteen Letters,

INVENTED BY THE LATE EMINENT W. BLAIR, M.A.

LONDON:

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EXTRACTS FROM THE REVIEWS, &c.

"The result has been the production of a more practical work than has hitherto appeared on the subject, though published at less than one-sixth of the original price of Taylor's work, and no more than half the price of that of Mavor. Mr. Harding's publication cannot be too highly recommended."
LIT. CHRON. March 15, 1823.

"The first part of this Work is founded on the principles of the late Mr. Sam. Taylor, which, from their BEING SO WELL KNOWN, require neither analysis nor elucidation. The remaining portion includes such improvements in the system as have been made since his Treatise first appeared. The simplicity of Mr. H's Plan gives it conciseness, which, by excluding extraneous matter, brings the whole within a narrow compass, and adds its diminutive price, which is 3s. to its other recommendations."---IMPERIAL MAG. May, 1823.

"We have had recourse to this little publication for assistance in our professional avocations; and have found it so excellent a help, that we would recommend it in the strongest manner to all who are desirous of making themselves masters of the Stenographic Art. Mr. Harding's System is founded on that of the late Mr. Samuel Taylor, which was pronounced, by Dr. Beattie, to be incomparably the best he had ever seen; but it embraces many recent and valuable improvements....

"It forms altogether the most concise, luminous, and cheap manual of Stenography, which has yet made its appearance."---STAR, Sept. 29, 1823.

"As the Art of Short-Hand Writing is at present much cultivated, every attempt to simplify or improve it ought to be received by the public with gratitude, provided that an author do not force upon their attention his speculative notions, instead of practical results....

"Much has been accomplished since the production of Mr. Taylor's pen first made its appearance: and it is right to mention that Mr. H. has introduced some of these improvements in the second part of his book. *For intelligibility when written, it far surpasses all other systems.* For this end we can safely recommend the present little work, which is neatly printed, and reflects great credit on the Engraver for his execution of the plates."
METHODIST MAG. Dec. 1823.

"We know no science to which the Press is so deeply indebted for a vast portion of its most interesting information, as Stenography, and it gives us pleasure to notice a recent publication, by which Students are enabled to attain a knowledge of it, not only with more accuracy, but at much less expense than formerly.---It forms the most complete work of the kind that has yet been presented to the public."---WORCESTER JOURNAL, Dec. 16, 1824.

"Indebted as we are, to the system of Short Hand, for enriching our pages with many valuable materials, we shall offer no apology for introducing a work of this description to the notice of our readers.

"The late Mr. S. Taylor's manual of Short Hand has long been distinguished, and well recommended as one of the best that was ever published. Mr. Harding's System (of which we are glad to see a second Edition) is established on the same principles with various improvements, which considerably enhance its value We know of no publication by which the Stenographic Art may be so readily learned, or its characters when written so easily decyphered. The Work is neatly executed, and the price extremely moderate."
THE PULPIT, No. 86.

"One of the means which will enable Students to save time is to learn Short Hand, as with a knowledge of it, long extracts may be expeditiously made from books. To learn it is less difficult than it seems to be. Perhaps the best system is Harding's Universal Stenography, which is an improvement of Taylor's."---ARLIS'S POCKET MAG. Vide article "Essay on Time," page 258, Nov. 1824.

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"Were utility as much regarded as it ought to be, in estimating the comparative importance of different branches of knowledge, few would probably be regarded of greater importance than Stenography.

"The testimony of public approbation bestowed upon Mr. Harding's System of Short Hand, in the rapid sale of four Editions, has not been thrown away upon the Author. . . .

"In this Edition, many judicious alterations and improvements have been introduced, equally indicative of the theoretical ingenuity and practical skill of the writer, whom we at once perceive to be one equally calculated to explain and teach the useful Art of which he treats. On the whole, whether considered with reference to its clearness, simplicity, or accuracy, we have no hesitation in pronouncing the present, to be the completest treatise on the subject which has yet been offered to the public."

CRITICAL GAZETTE, April, 1825.

"Of the value of Short Hand to Medical Pupils, they must be well aware, as it enables them to preserve in a legible form, discourses which must otherwise be speedily forgotten....

"We have great pleasure in stating that, in our opinion, Mr. Harding's Publication is preferable to most we have seen, and in many respects, he has certainly surpassed them." THE LANCET, No. 3, Vol. 7.

See also "Literary Magnet."---"Literary Chronicle." &c. &c. 1825.

This work has also been favourably noticed in various other Reviews and Provincial Papers.

Extract of a letter from the late Mr. Joseph Nightingale.

Southwark Square, May 1, 1823.

"Having some pretensions to a knowledge of Stenography, being in fact the author of the Article, "Short Hand," in Rees's Encyclopedia, and also, previously, of that on the same subject in Nicholson's Encyclopedia, and some others, I may be allowed to make a remark or two, on your work on Short Hand.

"As to your own publication, I have generally to remark, that with the exception of Mr. Molineux's Introduction to Byrom, and that gentleman's Stenographical Copy-book,* I have never yet met with a more pleasing or more useful little book on Short-Hand than yours; to this I will add, that yours is one of the cheapest, as well as the neatest books of the kind extant.

"Many years ago I learnt to write Taylor's Short-Hand, having previously acquired a knowledge of Gurney's, and subsequently of Mavor's system. You appear to me to have preserved the spirit and character of your original to perfection, and in those cases wherein you have departed from your author, you have certainly greatly improved upon him.

J. NIGHTINGALE.

(To Mr. Harding.)

---

* A Work which has deservedly been held in high estimation for a number of years.---Price 13*s.* 6*d.*

PREFACE.

On the first appearance of the late Mr. Samuel Taylor's System of Short-Hand in 1786, *it was almost universally adopted and recommended in this country, by the most eminent persons in the political and literary circles. The celebrity which this system obtained here, soon made it known abroad: in France it found an able translator in Bertin; and it continues to this time the favourite text book on Stenography in that country.*

The learned Dr. Beattie, speaking of this System of Short Hand observes, "Of all the Systems of Short Hand that I have seen, and I have looked into several, Mr. Taylor's appears to me to be incomparably the best. The Art seems to be hardly susceptible of further improvement." In assigning to Mr. Taylor's Treatise on Stenography a superiority over any that preceded it, the celebrated individual just named was undoubtedly correct; but he appears to have carried his commendation to too great a length, in imagining that its appearance had superseded the possibility of any further progress being made in that Art.

It would indeed be difficult to say, of any thing relating to human knowledge, when it had attained its utmost limits of advancement. The author of the present little work, who has practised Mr. Taylor's System of Short Hand for many years, is most willing to bear testimony to its numerous merits. But the very experience to which he alludes, has obliged him to discover in that system many deficiences and redundancies, which have induced him, from time to time, to introduce various additions and alterations, that appeared not only advantageous, but sometimes absolutely necessary to diminish the labours and insure the complete instruction of the pupil. These at length

became so numerous that he thought it advisable to collect them together, and to publish a new System of Stenography, in which he has retained Mr. Taylor's general principles, introducing at the same time the several improvements suggested by careful observation, and a long course of practical teaching.

As a proof that the author's remarks upon Mr. Taylor's System have not been made invidiously, he begs leave to refer to a Report made not long since to the French Academy of Science, on the subject of Stenography. The ingenious gentlemen engaged in drawing it up, after speaking highly of the general merits of Mr. Taylor's work, observes, that it labours under one grand defect, in having no fixed method of pointing out the vowels; the five vowels being each written with a point, so that there was a difficulty in distinguishing them. Hence it was left to the connexion alone to decypher the vowel intended to be employed; a circumstance which might often interfere with the use of the proper word.

This error, as well as many others equally important, is avoided in the method adopted in the following pages.

The principal additions consist in the introduction of several new and convenient prefixes, and terminations of very frequent occurrence, a few useful arbitraries and a more distinct method of expressing the vowels. Due attention has been paid to the various improvements of later writers upon this subject, both at home and abroad; and all such as appeared calculated to simplify or illustrate the Art, have been carefully embodied in the present publication. In fact, no pains nor research have been spared to render this work still more worthy of general circulation. The advantages resulting from the improvements introduced into it, have been proved by the ease and expedition with which many gentlemen (who have been taught by the Author) have acquired the Art, and the number of Students at Harrow and other public Seminaries of learning, who are engaged in practising it upon his principles.

Trifling as the size of this little treatise may appear, the reader is assured that, besides the improvements already men-

tioned, it contains all that is essential and practically useful in the pages of Mr. Taylor. That respectable gentleman's work was encumbered with a considerable mass of extraneous matter, more calculated to bewilder than to improve the student. By rejecting this, the Author has been enabled not only to render his system far more simple and concise, but to make it much easier to purchase. The price of Mr. Taylor's treatise was One Guinea, *while the Author's can be procured at just one seventh of that price; indeed, it has been his anxious wish to let his publication appear in a form which would place it within the reach of many young persons; who, he is persuaded, have been deterred from turning their attention to the study of Stenography, by the size and cost of the many expensive and bulky works that have appeared upon the subject.*

It is not the wish or design of the Author, to enter into an exposure of the faults to be found in the different Systems that have been laid before the Public during the last twenty or thirty years. Among the many that are continually making their appearance, some may undoubtedly possess considerable merit; but, independently of their expense, the generality are rendered far too difficult to justify the Student in any reasonable expectation of attaining his object in the time which, in most instances, he could allot to the pursuit of it.

Any person already acquainted with Mr. Taylor's system may, with a few hours study, make himself master of the improvements contained in the following pages, which may likewise furnish some useful rules and hints to those who have been in the habit of practising other methods.

The alphabet invented by the late ingenious Mr. Blair, which was first laid before the Public in the second Edition of this work, may hereafter prove of great and essential service to some inquiring and philosophical mind some years hence. Mr. Blair, whose alphabet is introduced at the end of this work, was the author of the elaborate article "Cypher," in Dr. Rees's Encyclopedia, and had devoted the leisure of many years to the study of that difficult subject. By referring to this interesting

article, it appears that it was his intention to have written the article "Stenography," for that grand national work. He says, "upon these two departments of the art (Cryptography and Stenography,) we feel a desire, if opportunity should permit, of laying before the Public some results of our own investigation and practice." It is much to be regretted that the worthy gentleman never lived to carry this design into execution. Mr. Blair employed the same character for b *and* p, t *and* d, *and* k *and* g. *With this plan the author of the following pages cannot coincide, being sensible of its inevitable tendency to produce multiplied and dangerous inaccuracies. The fallacy of such a mode has been very clearly and ably pointed out by the celebrated Dr. Byrom, in the Philosophical Transactions.*

The present publication may be regarded as a new and improved edition of Mr. Taylor's original work, and it is strongly recommended to the heads of Seminaries, and to young persons in general.

The Author's grateful acknowledgements are due to several professional gentlemen, for their kind suggestions on the subject; and he trusts the present Edition will be found particularly worthy of the approbation of a liberal Public, which has been already amply testified by the sale of six large impressions of this little manual of Stenography.

The Author will be glad to receive any further hints for the improvement of the work; and should any purchaser feel desirous of additional examples or explanations on the subject, he will be happy to afford his assistance, as far as his engagements will permit.

Stationers' Hall Court,
Jany 4th, 1827.

E. O. BAKER
LAWYER
DALLAS, TEXAS

INTRODUCTION.

BEFORE entering upon the study of Stenography, it may not be uninteresting to the intelligent and inquiring student, to take a general review of the origin and progress of writing: that wonderful invention, which may be almost said to "annihilate space and time." as far as they are naturally opposed to the communication of knowledge, and the interchange of thought. Under this impression the author has prefixed to his work, the following introductory remarks, for a great part of which he is indebted to the labours of that eminent scholar and critic, the late Dr. Blair.

Next to speech writing is beyond doubt the most useful Art which men possess. It is plainly an improvement upon speech, and therefore must have been posterior to it in order of time. At first men thought of nothing more than communicating their thoughts to one another when present, by means of words or sounds which they uttered. Afterwards they devised this further method of mutual communication with one another when absent, by means of marks or characters presented to the eye, which we call writing.

Written characters are of two sorts; they are either signs for things, or signs for words—of the former sort, signs for things are the pictures, hieroglyphics and symbols, employed by ancient nations; of the latter sort, signs for words are the alphabetical characters now employed by all Europeans.

The first step was the invention of an alphabet of syllables among some of the ancient nations, and which is said to be retained to this day in Ethiopia, and some countries of India. At last some happy genius arose; and tracing the sounds made by the human voice to their most simple elements, reduced them to a very few vowels and consonants; and by affixing to each of these the signs which we now call letters, taught men how, by their combinations, to put in writing all the different words or combinations of sound, which they employed in speech. By being reduced to that simplicity, the art of writing was brought to its highest state of perfection, and in the state we now enjoy it, in all the countries of Europe.

To whom we are indebted for this sublime and refined discovery does not appear.

The universal tradition among the ancients is, that they were first imported into Greece by Cadmus, the Phœnician; who, according to the common system of Chronology, was contemporary with Joshua; according to Sir I. Newton's system, contemporary with King David.

The most probable and natural account of the origin of alphabetical Characters is, that they took rise in Egypt, the first civilized kingdom of which we have any authentic accounts, and the great source of arts and polity among the ancients.

Writing was long a kind of engraving. Rollers and tables of stone were first employed for this purpose, and afterwards plates of the softer metals, such as lead. In proportion as writing became more common, lighter and more portable substances were employed. The leaves and the bark of certain trees were used in some countries; and in others tablets of wood, covered with a thin coat of soft wax, on which the hides of animals, properly prepared and polished into parchment, were the most common materials. Our present method of writing on paper is an invention of no greater antiquity than the fourteenth Century.

From this slight sketch of the origin of writing in general, we proceed to exhibit a brief history of Stenography in particular.

The authority of ancient writers, as well as the existence of Stenographic manuscripts of a very remote date, sufficiently prove that this art was in almost general use both among the Greeks and Romans. Their abbreviations principally consisted in putting initial letters for words, omitting letters and syllables, and frequently adding a mark or point to distinguish the abbreviation with greater precision. But notwithstanding its great antiquity, Short-Hand Writing does not appear to have found its way into England at a very early period. Indeed it is by no means wonderful that it should have been neglected in an age when none but monastic learning existed, and the useful arts, were in an infant and unpatronized state. There is no evidence of any attempt being made to introduce the practise of Stenography into this country, previous to the time of Elizabeth. As the origin and progress of almost every art is to be traced to a general conviction of its usefulness and necessity, it seems reasonable to suppose the many eminent men who flourished in the reign of that Princess—a period which has been styled the Augustian age of English literature—and who

benefitted their countrymen by their talents and writings; the first to perceive, and to enable others to appreciate the great advantages and extensive utility of Stenographic writing. A rude attempt at a treatise upon the art was made by Dr. Bright in 1588; and fourteen years afterwards, the first English Short-Hand alphabet was invented by Mr. Willis: since that time, there has been no paucity of works upon Stenography, as the following list will plainly shew:—

LIST OF AUTHORS ON STENOGRAPHY.

John Willis,	1602	Edward Hodgson,	1766
Edmond Willis,	1618	*John Byrom*,	1767
Willoughby,	1621	Holdsworth and Aldridge,	1768
Witt,	1630	John Palmer,	1774
Henry Dix,	1633	Graves and Ashton,	1775
Mawd,	1635	Bramby,	
Wm. Folkingham,		Wm. Williamson,	1775
Bishop Wilkins,	1641	Short Hand Dictionary,	1777
Thomas Shelton,	1641	Thomas Hervey,	1779
T. Metcalf,	1645	W. J. Blanchard,	1779
Jeremiah Rich,	1654	Samuel Soare,	1780
John Farthing,	1654	John Mitchell,	1783
George Dargarno,	1658	M. Nash,	1783
Job Everhardt,	1658	SAMUEL TAYLOR,	1786
Noah Bridges,	1659	William Graham,	1787
William Facy,	1672	Mavor,	1789
William Mason,	1672	R. Tailor,	1791
Elisha Coles,	1674	Thomas Rees,	1795
William Hopkins,	1674	Molineux's Byrom,	
Laurence Steel,	1678	Samuel Richardson,	
Charles Ramsay,	1681	John Crome,	
Nathaniel Stringer,		Richard Roe,	
George Ridpath,	1687	Thomas Hodson,	
John West,	1690	Henry Ewington,	
Abraham Nicholas,	1692	M. R. Prosser,	
William Addy,	1695	Symonds and Ostell,	
Samuel Botley,		Doddridge,	
Henry Barmby,	1700	G. & S. Nicholson,	
Francis Tanner,	1712	Benjamin Vale,	
Samuel Lane,	1716	J. H. Clive,	
New Method of Short Hand.	1717	Samuel Sams,	
James Weston,	1727	Edward Lawson,	
Philip Gibbs,	1736	John Dangerfield,	
Aulay Macaulay,	1747	A. W. Stones,	
Jeake,	1748	James Mitchell,	
W. Tiffin,	1750	J. H Lewis,	
Annet,	1750	Duncan,	
Thomas Gurney,	1753	Oxley,	
John Angell,	1758	Gawtress,	
Henry Taplin,	1760	Harding,	
T. Stackhouse,	1760	Moon,	
Swaine and Simms,	1761	Bennett,	
David Lyle,	1762	Green,	
Alphabet of Reason,	1763	Gibbons,	
M. A. Meilan,	1764	Hinton,	
Anthony Clayton,	1765	Williams,	

For a more enlarged and particular history of Short-Hand, the reader is referred to Cole, Gibbs, and Lewis. Their observations will be read with considerable interest and gratification, by those who are curious of further information upon the subject.

The many and great advantages arising from the practice of Stenography are so eloquently and forcibly stated by Mr. Gawtress, in his excellent Introduction to Byrom, that the author feels great pleasure in transcribing the following, nearly the whole of his very able and judicious remarks.

"SHORT HAND is capable of imparting so many advantages to persons in almost every situation in life, and is of such extensive utility to society, that it is justly a matter of surprise that it has not attracted a greater share of attention, and been more generally practised. With a view to excite a livelier interest in its progress, and to induce those who have leisure to engage with ardour in the study of it, we shall point out a few of the benefits resulting from it."

"In England, at least, this art may be considered a NATIONAL BLESSING, and thousands who look with the utmost indifference upon it, are daily reaping the fruits of its cultivation. It is scarcely necessary to mention how indispensable it is in taking minutes of public proceedings. If all the feelings of a patriot glow in our bosoms on a perusal of those eloquent speeches which are delivered in the Senate, or in those public assemblies where the people are frequently convened to exercise the birth-right of Britons—we owe it to Short-Hand. If new fervour be added to our devotion, and an additional stimulus be imparted to our exertions as Christians, by the eloquent appeals and encouraging statements made at the Anniversaries of our various religious Societies—we owe it to Short-Hand. If we have an opportunity, in interesting judicial cases, of examining the evidence, and learning the proceedings, with as much certainty, and nearly as much minuteness, as if we had been present on the occasion—we owe it to Short-Hand. In short, all those brilliant and spirit-stirring effusions which the circumstances of the present times combine to draw forth, and which the press transmits to us with such astonishing celerity, warm from the lips and instinct with the soul of the speaker, would have been entirely lost to posterity, and comparatively little known to ourselves, had it not been for the facilities afforded to their preservation by Short-Hand. Were the operations of those who are professionally engaged in exercising this art to be suspended but for a single week, a blank would be left in the political and judicial history of our country, an impulse would be wanting to the public mind, and the nation would be taught to feel and acknowledge the important purposes it answers in the great business of life.

"A practical acquaintance with this art is highly favourable to the improvement of the mind, invigorating all its faculties, and drawing forth all its resources. The close attention requisite in following the voice of a speaker induces habits of patience, perseverance, and watchfulness, which will gradually extend themselves to other pursuits and avocations, and at length inure the writer to exercise them on every occasion in life. When writing in public, it will also be absolutely necessary to distinguish and adhere to the train of thought which runs through the discourse, and to observe the modes of its connection. This will naturally have a tendency to endue the mind with quickness of apprehension, and will impart an habitual readiness and distinctness of perception, as well as a methodical simplicity of arrangement, which cannot fail to conduce greatly to mental superiority. The judgment will be strengthened and the taste refined; and the practitioner will by degrees become habituated to seize the original and leading parts of a discourse or harangue, and to reject whatever is common-place, trivial, or uninteresting."

"The *memory* is also improved by the practice of Stenography. The obligation the writer is under to retain in his mind the last sentence of the speaker, at the same time that he is carefully attending to the following one, must be highly beneficial to that faculty, which more than any other owes its improvement to exercise. And so much are the powers of retention strengthened and expanded by this exertion, that a practical Stenographer will frequently recollect more without writing, than a person unacquainted with the art could copy in the time, by the use of common hand."

It has been justly observed, "this science draws out all the powers of the mind;—it excites invention, improves the ingenuity, matures the judgment, and endows the retentive faculty with those superior advantages of precision, vigilance and perseverance."

"The advantages of Short-Hand in cases where *Secresy* is required are sufficiently obvious. It is true, that when a system is made public this effect is partially destroyed. Yet it seldom happens that Stenographic memorandums fall into the hands of those who can read them, and when the writer has any reason to anticipate such an occurrence, it will be easy, after learning a good system, so to transpose a few letters of the alphabet, and to vary its prepositions and terminations, as to render the writing illegible to all but himself."

"The *facility it affords to the acquisition of learning*, ought to render it an indispensable branch in the education of youth. To be enabled to treasure up for future study the substance of lectures, sermons, &c. is an accomplishment attended with so many evident advantages; that it stands in no need of recommendation. Nor is it a matter of small importance, that by this art the youthful student is furnished with an easy means of making a number of valuable extracts in the moments of leisure, and of thus laying up a stock of knowledge for his future occasions. The pursuit of this art materially contributes to improve the student in the principles of grammar and composition, while studying the rules of abbreviation and connection; while tracing the various forms of expression by which the same sentiment can be conveyed; and while endeavouring to represent, by modes of contraction, the dependance of one word on another, he is insensibly initiated in the science of universal language, and particularly in the knowledge of his native tongue."

"The rapidity with which it enables a person to commit his own thoughts to the safety of manuscript also renders it an object peculiarly worthy of regard. By this means a thousand ideas which daily strike us, and which are lost befoze we can record them in the usual way, may be snatched from destruction, and preserved till mature deliberation can ripen and perfect them."

"In addition to these inestimable advantages, *Science and Religion are indebted to this noble art* for the preservation of many valuable Lectures and Sermons, which would otherwise have been irrecoverably lost. Among the latter may be instanced those of Whitfield, whose astonishing powers could move even infidelity itself, and extort admiration from a Chesterfield and a Hume; but whose name alone would have floated down the stream of time, had not Short-Hand rescued a portion of his labours from oblivion. With so many vouchers for the truth of the remark, we can have no hesitation in stating it as our opinion, that since the invention of of printing, no cause has contributed more to the diffusion of knowledge and the progress of refinement, we might also add, to the triumphs of liberty and the interests of religion, than the revival and improvement of this long-neglected and invaluable art."

"Such are the blessings which Short-Hand, like a generous benefactor, bestows indiscriminately on the world at large. But

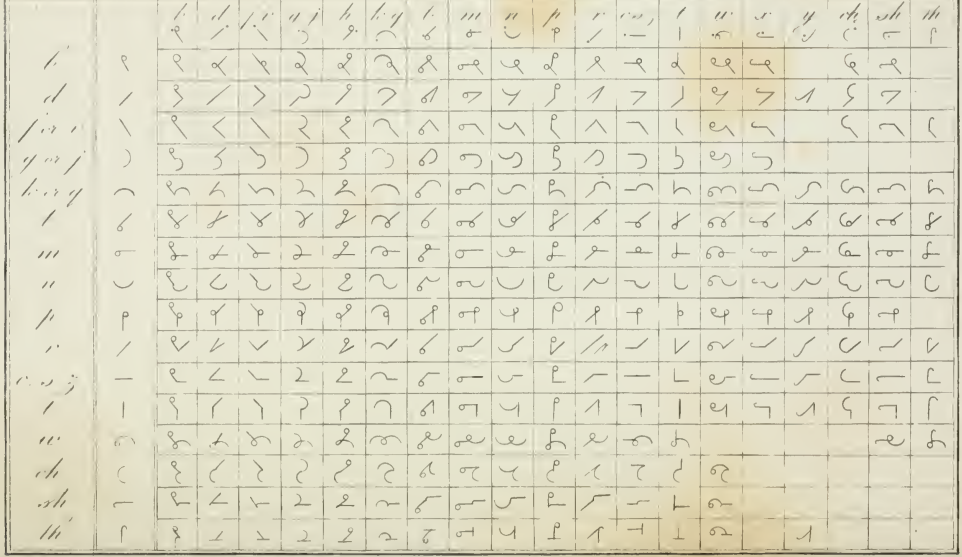
it has additional and peculiar favours in store, for those who are so far convinced of its utility as personally to engage in its pursuit. The advantages resulting from the exercise of this Science, are not, as is the case with many others, confined to a particular class of society: for though it may seem more immediately calculated for those whose business it is to record the eloquence of public men, and the proceedings of popular assemblies; yet it offers its assistance to persons of every rank and station in life—to the man of business as well as to the man of science—for the purpose of private convenience as well as of general information."

The motto of every young Stenographer should be, Persevere! The theory of the art may be speedily attained; but to acquire a PRACTICAL PROFICIENCY in it, more unremitting diligence and vigorous assiduity are perhaps requisite, than in almost any other study whatever; without these, genius will be of very little avail, for so much of the attainment is entirely mechanical, that practise, and nothing but practise, can impart and increase expedition. Neither this nor any other treatise, can make a man a good Stenographer, without exertion on his own part. Let then those who value the purchase be willing to pay the price. NIL SINE MAGNO VITA LABORE DEDIT MORTALIBUS, was the just maxim, of the ancients; and every young person should remember, that "he who will have no knowledge, but that for which little exertion has been used, must one time or other, suffer the mortification of finding what he possesses to be of small intrinsic worth."

The Alphabet, with the Double Consonants &c

		Single Words	Prepositions	Terminations
b		be by been	ab- abs- ob- obs-	-ble -ible -bly
d		do did	de- des-	-dem -end -ened -ed
f v		of of if	for-	-ful
g j		God give go good	gen-	-ong -egy
h		have, he	hyp-	-hood
k q		know known no	can- com- accon con	-ack -ac -ical -kind
l		lord all will	al	-al ally -al -lips
m		me my many	magni- mis-	-ment -some
n		hand an in	in- inter under	-ance ant -ness ent
p		[illegible] [illegible] people	par- pre- pro-	-pal -pel -part
r		are air our or	re- [illegible]	-ar -ary -ory
r				
s		is he as us	satis- [illegible] sub- super- super	[illegible]
t		that [illegible] time unto into	tra- tri trans	-ate -ity -tion
w		with which who	where- with-	with
x		example except	ex- extra-	
y		you your your		-yy
ch		such chance		-ch [illegible]
sh		shall shall	sh- short-	shall or tial ish shap
th		through	th- thee	th est ist ith
ious		conscious		-ious -ous
&c				
viz				

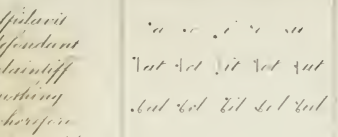
A Table of all the COMBINATIONS of TWO LETTERS admitted by the English Language.



Arbitraries

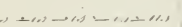
1	*a*	*affidavit*
2	<	*defendant*
3	>	*plaintiff*
4	*o*	*nothing*
5	*th*	*wherefore*
6		*the world*
7		*in the world*
8	—	*through the world*
9	∴	*unto the*
10	∴	*in the*
11	=	*heaven heaven*
12	†	*Christ*
13	℔	*Jesus Christ*
14	/	*they*
15	¬	*between between*
16	:	*holy*
17		*life death*
18		*throughout*
19		*every*

Vowels Places



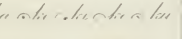
Examples.

Do as you would be done by



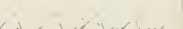
Fear God. Honour the King

It is a very plain rule

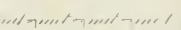


Blessed are they that mourn

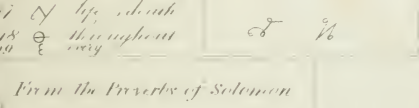
for they shall be comforted



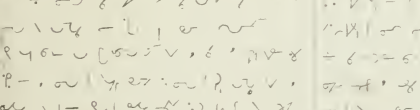
Money is the root of all evil



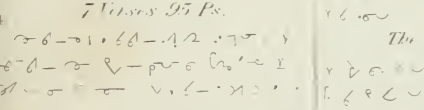
From the Proverbs of Solomon



7 Verses 95 Ps.



From D. Johnson's Primer



The Lords Prayer

A Diagram

A T

or, The m

and

Joining two

bk		*buc*
bv		*bou*
kf		*calf*
dsh		*dash*
enf		*enou*
eys		*eyes*
ft		*fate*
gvr		*giv*
hd		*hac*
lf		*lau*

A Praxis on the Alphabet,
or, The method of joining the letters, and forming easy words.

Joining two letters.

bk		back, book
bv		bow, bough
kf		calf, cough
dsh		dash, dish
enf		enough
eys		eyes, ÷ ice
fl		flute, flight
gvr		giver, gift
hd		had, head
lf		laugh, life
mn		man, moon
mr		Mr, more
mt		might, met
nm		name, number
no		no, now
nn		none, noon
ps		peace, piece
on		on, one's own
qk		quake, quick
rt		rite, right / write, art
rf		rough
sm		some, psalm
tht		that, thought
vx		vex,
wt		wait, weight
ws		ways, wise
y		year, your.

Joining three letters.

bls		bless
kmn		common
dvd		divide
gypt		Egypt
nrg		energy
alt		exalt.
xmn		examine
xrt		exhort
xpr		expire
ffr		favor
fction		fiction
grs		grace
hrr		horror
lst		least, lest
mmr		member
ofr		offer
spr		paper
plw		plow, plough
glt		quality
rsn		reason
ssn		season
sns		sense, since
spr		spare
ttl		title
vpr		vapor
wtr		water
rstl		wrestle
yrs		years, yours.

"An Alphabet of 15 Letters constructed on philoso-
-phical Principles and peculiarly adapted for swift
Writing in any Language.

W. Blair."

The Alphabet

—	b p	be by but
|	c	(hard)
/	d t	do
—	f v	if of from
|	g	give
—	h	him have
|	k q	can could
(	l	all ill will
)	m	am me my may
⌒	n	in on not
—	p b	
⌣	r	are or our
\	s	is as us
/	t d	it to
,	a	A an
‚	e	he
.	i y	I eye high
.	o	oh! owe you
—	u w	we with which

Vowels

a e i o u

. . . . .

Double Consonants.

⌐	ch	such
⁊	sh	shall
—	th	they

q j & x are formed by two letters each

AN EXAMPLE.

"There is no art however trivial that does not require
some application at first"

E. H. White.

UNIVERSAL STENOGRAPHY.

PART I.

ON THE PRINCIPLES OF THE ART.—OF THE CONSONANTS, &c.

We now live in an age of erudition and refinement; and Short-Hand writing, among other arts, is brought to a high degree of perfection, yet there appears somet thing still wanting to bring it into *general use;* but the author has been long persuaded, that it is in vain to expect this from any system, unless composed on the principles and analogy of our language.

A standard work of this kind, introduced (generally) into public Seminaries and considered as a necessary branch of education for every youth who ranks above the vulgar, would certainly be a most desirable acquisition, and the only way for this accomplished art soon to become universal, the advantages of which would be inestimable.*

A very recent instance of the immense importance of Stenography, has been witnessed by the electric effect produced on this and other countries by the eloquent

* "During the earlier course of College study, I should exhort all young men to learn *that most useful Art, Short-Hand Writing,* an Art which, I believe, will one day be studied as universally as Common Writing, and which will abridge the labour of Penmanship, to a degree that will materially quicken the intercourse of human thought." [From an Article in the New Monthly Mag. "*College in London,*" July, 1825. Written by T. Campbell, Esq.

Speech* delivered by Mr. Canning in the House of Commons, on the War with Spain.

The object of Short-Hand being to render writing as expeditious as possible, it will be necessary:

1st. To leave out as many of the letters usually written, as can be done consistent with legibility.

2nd. In the selection of the consonants, by which it is intended to denote any word in Short-Hand, it is only necessary to write according to the sound. The general direction is, *spell as you pronounce*, very little attention and practice will shew that the sound of a word may be conveyed, and its identity secured though the silent consonants and most of the vowels be left out; and as scarcely a syllable can be written without the occurence of either the one or the other, their omission will greatly contribute towards expedition.†

No consonants are to be doubled in Short-Hand, unless a vowel comes between them; thus, fall, must be written *fal*, letter, *ltr;* but we must write, babbler, *bblr*, candid *cndd*, &c.

The custom of omitting vowels in the middle of words, and of exchanging one letter for another, may at first render it difficult for the student to read even his own writing without hesitation. But this embarrassment will vanish in proportion as the Short-Hand characters become familiar to his eye. It arises not so

* Thus characterized by an eminent writer.—"A precise, succinct, luminous, graceful, and (where it was fit) magnificent exposure of Mr. Canning." *Vide Edin. Review*, No. 89.

† The omission of vowels is a mode of writing not peculiar to Short-Hand, but is used in the Hebrew, Arabic, and other Eastern Languages.

much from the absence of the vowels, as from the unusual appearance of the consonants which do not immediately suggest to him the sounds they represent, but take up the attention of his mind in recollecting them one by one.

After he has become so far acquainted with them as to comprehend them at one view, he will be able to read his notes with ease and certainty. It is true, that by omitting the vowels as above directed, several words widely different in meaning, will be occasionally expressed by the same consonants. Thus *bst* will represent *best* and *bust; hrs*, *hoarse* and *horse*, yet the connection will always prevent our mistaking one of these words for another. For instance, here is a noble *bst* of Pitt; we cannot read the noble *best* of Pitt.

A dot thus · being the most simple mark that can be made, is the representative of the vowels a, e, i,—and o, and u, by a mark thus ′, turned to the right or the left. The vowels are distinguished from each other by their position. *See plate* 3.

The consonants which are necessary, are, *b*, *d*, *f*, *g*, *h*, *j*, *k*, *l*, *m*, *n*, *p*, *q*, *r*, *s*, *t*, *v*, *w*, *x*, *y*.

C and *z*, are rejected in Short-Hand; *c* having both a hard and a soft sound, similar to *k* and *s*, they will supply its place, according as it sounds; and *z* being similar in sound to *s*, *s* is always substituted, *f* and *v* being similar in sound, are both represented by one character; as also for the same reason *g* and *j*, *k* and *q*, so that the alphabet will stand thus, b, d, f or v, g or j, h, k or q, l, m, n, p, r, s, t, w, x, y, together with a few double consonants to complete the sounds required, and to facilitate the writing; which are, *ch*, *sh*, *th*, and the termination *-ious*.

The most simple marks or characters are assigned to represent the most useful letters of our common alphabet, and the whole are so simple in themselves, that any person capable of writing, may make them without the least difficulty; one running through another in the way of joining, forces expedition, as it were even upon an inactive writer, and are proportionally easy to be retained.

It would be tedious to detail the reasons which influenced us in the appropriation of each particular mark.

For the alphabet the student is referred to plate 1. in the first column of which are seen the letters of the common alphabet, and opposite, in the second, the Short-Hand characters by which we propose to denote them.

A Short-Hand mark when standing by itself, may be employed to denote a *single word;* and as many words begin with parts called prepositions or prefixes, and end with other parts called terminations, it will greatly promote expedition to represent these parts of words by single characters, placing the prepositions at the beginning, and the terminations at the end of the words to which they belong, as their names imply.

The student by referring to plate 2, will learn where to begin to write each letter, a point being attached thereto, and also how to join the various consonants.*

* The words in this scheme of Short-Hand are regularly written by the proper letters of the alphabet, joined together as in common writing; only they have this superiority over the letters of our common alphabet, that they are more simple, many degrees shorter, and more regular and convenient for joining, having none of the superfluous strokes or joinings which our common letters require; the characters running into each other without such joining, or any stroke whatever, but what is actually necessary to form the letter itself; so that we are enabled to use the pen with more facility in this writing, than in the common way.

A few useful arbitraries will be found in plate 3, they may be used or not, at the option of the pupil.

The alphabet must first be committed to memory, and also the various "single words," with the prepositions and terminations in plate 1.

A close attention to correctness at first, will ever afterwards repay the learner by the ease and facility with which he will be enabled to decypher, this being the most difficult part of the art.

OF THE FORMATION OF THE ALPHABETICAL LETTERS.

In forming the looped characters, *b*, *h*, *l*, *m*, *p*, begin with the loop or cipher part, and for the convenience of joining may occasionally be made on either side, but always on that end of it as they stand in the alphabet: *d* is always made downwards to the left; for *v*, downwards to the right, and the *v* may be distinguished from *f* by being made thicker; when *v* immediately follows *f*, the character should be written more inclined: *r*, upwards from the left to the right; *s* from the left to the right, for *z*, it may be made a little thicker, in like manner the character for *j* may be written stronger than for the letter *g*; *g* or *j*, is begun at the top and turned downwards; *k*, or *q* and *n*, from the left toward the right; and *ch* is begun at the top; *w* is begun with the loop, and turned either way as in plate 1; *sh*, and *th*, begin with the crook, but *-ious* must always end with it. Whenever either of the double consonants occur in any word, the characters for those double letters must be used. The character for *th*, in a few words not joining so easily, may be denoted by an horizontal mark. *See Plate* 2.

INSTRUCTIONS FOR WRITING.

G and *h* meeting together, are not written unless sounding like *f*, which letter is then put in their place.

H is to be generally omitted, except when beginning a word, and then very often by expressing the following vowel. *M* is used to represent the termination *-ment* or *ments;* and though some words end with it, yet the sense will clearly distinguish when it is a termination.

Ph when together, sound like *f*—, f is always substituted. To express *r r*, the pupil must begin with that character for *r*, which is used when joined with other consonants, and finish with that which stands for the alphabetical word, *are*.

W may be frequently omitted in many words, and yet leave them perfectly legible.

Y is written when a consonant at the beginning and middle of words, but at their terminations is expressed by a dot, the same as other vowels.

When *ch* sounds like *k* it is written. The *-ious* character is used for the terminations *-ious, -eous, -uous,* and *-ius*.

As the horizontal Short-Hand characters may be placed at the option of the writer, at the *top*, in the *middle*, or at the *bottom* of the line, the intermediate vowel may sometimes be indicated, without being actually inserted by the position of those characters. As *sm* for *same*, should be struck at the top of the line: in the middle for *sin:* and for *sun*, at the bottom of the line, to *indicate* the different vowels *a, i, u*.

In the horizontal characters such as *m* or *s*, the vowels which precede the consonant are placed *above*

the character, reckoning the vowels from left to right, and those which follow the consonant, *below*.

In the semicircular letters, *k*, &c. the different positions of the several vowel points are not quite so easily understood. The vowel *a* when it precedes this consonant is always placed *above*.—*See plate* 3. On the contrary, when the vowel follows this consonant it is of course always placed below the letter.

It is proper to observe, that the vowel points are always reckoned from the beginning of each consonant mark; when therefore any Short-Hand letter is evidently written upwards, the vowel places are in that case reversed, the place of the vowel *a* being at the bottom of the line where the character is began.

OF THE PREPOSITIONS, TERMINATIONS, &c.

The Short-Hand prepositions and terminations when used separately, are designed sometimes to shorten words, but very frequently they are used out of mere convenience, and for the purpose of avoiding an awkward combination of consonants. — This character written at the top of the line, stands for the very common termination *-ation*, a little lower, *etion*, and nearer the bottom for *-ition*. The plural number of the termination is denoted by the same mark made a little longer. By this rule the prepositions *par- pre-* and *pro-* may easily be distinguished. The character for *p*, may either be written upright or inclining a little to the left.

There is no necessity for writing the preposition *ex-* separately in the word *extract*. The termination *-ch*, is also most frequently joined to the preceding part of the word. The observation will apply also to a few other prepositions and terminations.

The termination *-ly* is denoted by a *dot* under the last consonant, and the participle *-ing* by a loop turned towards the left, except after *d*, when alone in that case it must be turned towards the right. To express the plural *-ings*, the loop must be made larger.

Some compound words may be written singly, thus, *with-draw*, *never-the-less*, &c. Proper names with which the learner is unacquainted, may at first be written in long-hand, and occasionally a few other words.

A few words are here inserted to shew the manner of spelling in Short-Hand Writing, in which the vowels are occasionally inserted:

Might is to be written *mit*, fight, *fit*, machine, *mashn*, enough, *enuf*, laugh, *laf*, prophet, *profet*, foreign, *foren*, psalm, *sam*, island, *iland*, knavery, *navery*, honour, *onor*, chaos, *kaos*, rocks, *rox*, acts, *ax*, facts, *faks*, or *fax*, conquer, *konkr*, strength, *strenth*, length, *lenth*, connect, *konkt*.

The sound of the word *laugh*, is as completely conveyed to the ear by the letters *laf*, as by the letters *laugh*.

diversion,	*divrshn.*	impeach,	*mpch.*
instances,	*instns.*	argument,	*rgmnt.*
company,	*kmpny.*	beauty,	*buty.*
attacks,	*attks.*	pillow,	*pilo.*
wisdom,	*wsdom.*	attempt,	*atmt.*
excuse,	*xks.*	assigned,	*asind.*
politics,	*pltx.*	knowledge,	*noleg.*
excellent,	*xlnt.*	candle,	*kndl.*
friendship,	*frndship.*	master,	*mstr.*
despair,	*dspr.*	common,	*kmn.*

OF THE VOWELS AND MISCELLANEOUS INSTRUCTIONS.

The five vowels being all expressed by two simple marks, a point and a comma, they are distinguished from each other by their position or relative situation to the consonant going before or after them; for example, should the consonant be a perpendicular or oblique character, *a* is represented by a point placed at the top of it, *e* a point placed in the middle, and *i* a point placed at the bottom. For the personal pronoun, I, a mark may be used, thus, ' similar to the upper part of a note of admiration. Again, *o* is represented by a comma, or accent placed at the top, and *u* a comma placed in the middle. The mark for *o* and *u* may be turned towards the right or left, at the option of the pupil. *See plate* 3.

The vowels may occasionally be inserted in the middle of words.

When there is occasion to express a vowel before or after any word, place the mark for such vowel close to the word to which it belongs, that it may not be taken for a single vowel.

Where vowels have been generally omitted, either in the haste of transcribing, or for the sake of expedition in following a speaker, they ought to be supplied afterwards where necessary, while the subject and matter are fresh in the recollection of the writer.

In all words which have neither incipient, terminative, nor long vowel, express no vowel at all, unless some peculiar circumstance may render it expedient or necessary to deviate from the general rule.

A word of more than one syllable having a long vowel in it, must generally have that vowel expressed, because the long vowel being found in that syllable which is

most distinctly heard in pronunciation, affords the the greatest help for reading, nevertheless, when a word of more than one syllable, consisting of several consonants, even the long vowel may frequently be omitted.

When the negative prepositions *im- un- ir-* are prefixed to words beginning with the same consonant with which those prepositions respectively end, the incipient vowel must be expressed.

The article *a* or *an*, is to be written by a point, *and* and *the* by a comma, in each case the former is to be written above the line, and the latter below the line.

The pupil is directed to write the words *of the*, thus, ·· two points placed horizontally; the words *to the*, may be joined together, thus, ꞈ

To separate sentences, strike a fine stroke either upwards or downwards, thus, / or leave a little space between them.

When words or sentences are repeated, draw a line under the respective words; a caret may be affixed where the words are to be repeated.

When two consonants of the same kind come together with one or more vowels intervening, as in the word *survive*, &c. the last consonant must be made nearly double the usual size, or if it be a looped character, the loop is to be written larger.

In some cases the prepositions and terminations may be joined to the other consonants.

The character which represents the consonant *b*, when it is written singly, not being joined to, or connected with any other Short-Hand mark, stands for the very common word *by*. The same character is also occasionally used at the beginning of words to denote the prefix *abs-* or *obs-;* and at the end of words, it denotes

the termination *-ble* or *-ably*: other prepositions and terminations are affixed to each letter. *See plate* 1.

Most of the other Short-Hand characters have, in like manner, the same three-fold power of denoting, first, a common word; second, a preposition (which in Common Hand is prefixed to a word and becomes a constituent part of it,) and third, a termination being the ending or latter part of a word. The same characters, however, when they are used in composition, that is, being joined to other consonants, or having vowel points annexed to them, represent neither more nor less than the particular and individual consonant which it stands for.

By writing the alphabetical words, prepositions, and terminations, smaller than usual, much time is saved in their formation, and thus are more readily and effectually distinguished from the adjoining characters, than if written in the full size. It is not absolutely necessary to use all the alphabetical words, prefixes, and terminations, set down in the alphabet plate; some of them may be rejected at the discretion of the pupil.

Where vowels have been generally omitted, either in the hurry of writing, or for the sake of expedition in following a rapid speaker, all such as may occasion obscurity, or ambiguity by their omission, ought to be supplied while the subject and matter are fresh in the recollection of the writer.

It will be seen by referring to the alphabet plate, that two characters are affixed to the letter *w;* one of the characters being sometimes more convenient for joining, and sometimes the other: when written separately, the first may stand for *who*, and the other for *with* or *which*. The same plan may be observed with respect to the other alphabetical words.

The words, "*with which we,*" which frequently occur in discourse may be joined together, thus:

When the alphabet, the words the characters stand for, and the rules herein contained are perfectly understood and impressed on the memory, the learner may proceed to write from some spelling lessons of two or three syllables, *(see the folding plate.)* When that is accomplished, he may proceed to decypher the examples in plate 3: let him then procure a person to read extracts on different subjects with great deliberation, while he writes them down; the reader increasing in speed as he finds his ability to follow him increase. By this mode he will become familiarized with the manner of following a voice, will exercise the whole extent of his powers, and will overcome that confusion which frequently attends practitioners on their first attempting to write after a public speaker.

The Short-Hand Alphabet must be learned so perfectly, that each letter can be written separately and correctly four times in a minute. The learner may also exercise himself in joining together the various letters of the alphabet, backwards and forwards.

Idlns is the parnt of a thsnd msfrtns, which are nvr flt by the ndstrious; it is a pn and pnshment of itslf, and brings wnt and bgry in its tran.

Idleness is the parent of a thousand misfortunes, which are never felt by the industrious; it is a pain and punishment of itself, and brings want and beggary in its train.

The words, *what, who, whom, how,* &c. have very often the termination *-soever* added to them. These may be represented by making the former part above the line, and the latter below the line.

For the personal pronoun, *himself,* make the cha-

racter for *m* above the line, and the character for *-self*, under, thus : ⌒

When the learner first attempts to decipher what he has written in Short-Hand, the best way is to transcribe it in common hand, and for his assistance in so doing, he must proceed with telling the letters one by one, (giving each letter its full sound) in the words he does not know by sight; and continue writing and deciphering, till in a short time, practice and perseverance will make it so easy, that he will be able to read without the trouble of transcribing.

It is much easier for a person to decipher his own writing than that of others, as the learner cannot fail of having some idea of the subject he has written upon, so that by carrying the sense of what goes before in his mind, and paying a due regard to the connection, the reading part of this art will be sooner acquired than may at first be imagined. The consonants will sufficiently sound the words in our language, without the help of vowels; for, in naming the consonants, we generally sound a vowel, either before or after them.

To arrive at perfection in this art, demands not only the exercise of much ingenuity, but also the most assiduous and persevering practice. Few, even of our professional stenographers are able to take down every word from the mouth of a speaker. Indeed, were such exactness attainable, it is scarcely necessary; and would neither increase the gratification of the public, nor the reputation of those whose eloquence it records.

OF TEACHING, &c.

The assistance of a Teacher, when it can be obtained, is of great advantage in the study of this art. Men

differ in their genius and preceptions, and every pupil has his own peculiar views and ideas. Difficulties present themselves to some minds which never occur to others, and which no writer on the subject can anticipate. It is impossible, in a public treatise, to lay down rules and explanations adapted to the capacities, and satisfactory to the understanding of all who may endeavour to learn it. A master, however, has it in his power to give such minute and personal instructions as cannot fail to produce a beneficial result. He can at once explain to the student whatever seems obscure and ambiguous; can solve his difficulties, correct his mistakes, assist his invention, encourage him in his progress, and lead him on to practical proficiency.

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*Specimen of Contraction.**

ROYAL PIETY EXEMPLIFIED ON THE FIELD OF LEIPSIC, IMMEDIATELY AFTER THE BATTLE.

When — Field Marshal, Prince Swartzenburg, observed — defeat —— French after — three days fighting — Leipsic, —— anxious — convey — tidings himself — his Sovereign, — together —— Emperor — Russia —— King — Prussia, — standing —— height —— two miles distant —— field — battle. The Marshal galloped up — full speed, — saluting — Emperor —— sword, said, — Majesty — battle ——— end. The enemy — beaten —— points —— fly —— victory — ours.

The Emperor ——— eyes — heaven, and — tear was — answer; but — Majesty dismounted, — having deposited

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* This method is more or less practiced by all who attempt to follow a speaker; and young persons may derive improvement by exercising their talent in this way.

— hat — sword —— ground, fell —— knees, — aloud ——— thanks — God. This example — followed —— other two Monarchs, — having — kneeled, said, Brother, — Lord — with you. At — same instant ——— Officers — attendants, — well —— guard, kneeled — and — several minutes — dead —— reigned. After — more — a thousand voices — out, — Lord — with us. The sight —— three —— heads, accompanied —— great ——— distinguished warriors kneeling ——— canopy — heaven, and — tears praising — God — Battles — most affecting.

THE SPECIMEN COMPLETE.

When *the* Field Marshal, Prince Swartzenburgh, observed *the* defeat *of the* French after *the* three days fighting *at* Leipsic, *he was* anxious *to* convey *the* tidings himself *to* his Sovereign, *who,* together *with the* Emperor *of* Russia, *and the* King *of* Prussia, *was* standing *on a* height *about* two miles distant *from the* field *of* battle. The Marshal galloped up *at* full speed, *and* saluting *the* Emperor *with his* sword, said, *your* Majesty, *the* battle *is at an* end. The enemy *is* beaten *at all* points—*they* fly—*the* victory *is* ours.

The Emperor *raised his* eyes *to* heaven, and *a* tear was *his* answer; but *his* Majesty dismounted, *and* having deposited *his* hat *and* sword *on the* ground, fell *on his* knees, *and* aloud *returned* thanks *to* God. This example *was* followed *by the* other two Monarchs, *who,* having *also* kneeled, said, Brother, *the* Lord *is* with you. At *the* same instant all *the other* Officers *and* attendants, *as* well *as the* guard, kneeled *down,* and *for* several minutes *a* dead *silence* reigned. After *which* more *than* a thousand voices *cried* out, *The* Lord *is* with us. The sight *of the* three *crowned* heads, accompanied *by a* great *number of* distinguished warriors, kneeling *under the* canopy *of* heaven, and *with* tears praising *the* God *of* Battles, *was* most affecting.

A LETTER AGAINST WASTE OF TIME.

CONTRACTED.

"Converse often with yourself, - neither lavish - time, - suffer others - rob - of it. Many - hours - stolen from us, others pass insensibly away; but - both losses, - most shameful - that - happens through - own neglect. If - take - trouble - observe, - find, one considerable part - life - spent - doing evil, - other - doing nothing, or - doing - should not do, - not seem - know value - time, nor - precious - day is, nor - consider, - every moment brings - nearer - end. Reflect - this, - entreat you - keep - strict account, - time. Procrastination - most dangerous thing - life. Nothing - properly ours but - instant - breathe in, - all - rest - nothing; it is - only good we possess, but - is fleeting, and - first comer robs - of it. Men - so weak, - think - oblige by giving - trifles - yet reckon - time - nothing, for which - most grateful person - world - never make amends. Let - therefore consider time - most valuable - all things; - every moment spent without some improvement - virtue, - advancement - goodness, - greatest sublunary loss."

THE WORDS OR PARTS OF WORDS PRINTED IN ITALICS, ARE ALPHABETICAL WORDS, OR ARBITRARIES.

(To be written in Short-Hand.)

Converse often with yourself, and neither lavish your time,
Knvrs ftn *with yourself, and* nthr lvsh *your* tm,
nor suffer others to rob you of it, Many of our hours *are*
nr sfr othrs *to* rb *you of* it. *Many* of *our* hrs *are*
stolen from us, and others pass insensibly away; but of both
stln from *us, and* othrs ps nsns*bly* wa; bt *of* bth
these losses, the most shameful is that which happens through
ths lss, *the* most shm*ful is that which* apns *through*
our own neglect. If we take the trouble to observe, we
our on nglkt. *If we* tk *the* trble *to* obsrv, *we*

shall find that one considerable part of our life is spent in *shall* fnd *that* one *con*sdr prt *of our* lf *is spnt in* doing evil, and the other in doing nothing, or in doing what do*ing* evl, *and the* othr *in* do*ing nothing, or in* do*ing* wt we should not do. We don't seem to know the value of time, *we* shd not *do. We* dnt sm *to know the* vlu *of* tm, nor how precious a day is; nor do we consider that every nr ow pr*cious* a da *is;* nr *do we con*sdr *that* evri moment brings us nearer to our end. Reflect upon this, I mmnt br*ings us* nrr *to our* nd. Refkt *upon* ths, I entreat you, and keep a strict account of time. Procrasti- ntrt *you and* kp a strct aknt *of* tm. *Pro*krs- nation is the most dangerous thing in life. Nothing is *ation is the* mst dng*rious* th*ing in* lf. *Nothing is* properly ours but the instant we breathe in, all the rest is prpr*ly ours* bt *the in*stnt *we* brth *in, all the* rst *is* nothing; it is the only good we possess; but then it is fleet- *nothing; it is the* n*ly good we* pss, bt thn *it is* flt- ing, and the first comer robs us of it. Men are so weak, that *ing, and the* frst comr rbs *us of it.* Mn *are* so wk *that* they think they oblige by giving of trifles, and yet reckon *they* thnk *they* oblg *by giving of* trfls, *and* yt rkn that time as nothing, for which the most grateful person in *that* tm *as nothing,* fr *which the* mst grtf *person in* the world can never make amends. Let us, therefore, con- *the world* cn nvr mk amnds. *Lt us,* thrfr *con-* sider time as the most valuable of all things: and every sdr tm *us the* mst v*lable of all* th*ings; and* vri moment spent without some improvement in virtue, or some mmnt spnt *witht** sm mprv*ment in* vrtu, *or* sm advancement in goodness, as the greatest sublunary loss. advns*ment in good-ness, as the* grt subl-*ary* los.

* Write the *t* directly under the *w*, for *without.*

THE HERMIT,

OR THE HAPPINESS OF SOLITUDE.

A Delusion.

CONTRACTED.

"To him - lives well answered - Hermit, every form - life - good; nor can - give - other rule - choice, than - remove all apparent evil. He - most certainly remove - evil, said - Prince, who - devote himself - solitude - you - recommended by - example. I have indeed - fifteen years - solitude, said - Hermit, but - no desire - my example - gain - imitators. In - youth I professed arms, - was raised - degrees - highest military rank. - have traversed wide countries - head - my troops, - seen many battles - sieges. - last being disgusted by - preferment - younger officer, and feeling - vigour - beginning - decay, I resolved - close - life - peace; having found - world full - snares, discord, - misery. I had once escaped - pursuit - enemy by - shelter - this cavern, - therefore chose it for - final residence. - employed Artificers - form - into chambers, and stored - was likely - want. For sometime after - retreat, - rejoiced like - tempest beaten sailor - entrance into harbour; being delighted - - sudden change - noise - hurry - war to stillness - repose. When - pleasure - novelty went away, I employed - hours - examining - plants - grew - valley, and - minerals - collected from - rocks. But - enquiry - now grown tasteless - irksome. I - been - sometime unsettled - distracted; - mind - disturbed - thousand perplexities - doubt, - vanities - imagination which hourly prevail upon me, because - no opportunities - relaxation - diversion. I - sometimes ashamed - think, - could not secure myself - vice, but by retiring from - exercise - virtue; and begin - suspect, - was rather impelled by resentment, than led - devotion - solitude. My fancy riots - scenes - folly, - I lament - lost so much, - gained so little. In solitude, if -

escape - example - bad men, - want likewise - counsel, - conversation - good. I - been long comparing - evils - advantages - society, - resolve - return - world to morrow. - Life - solitary man - be certainly miserable, - not certainly devout."

THE HERMIT.

To him that lives well, answered the Hermit, every form of life is good; nor can I give any other rule for choice, than to remove all apparent evil. He will most certainly remove from evil, said the Prince, who shall devote himself to that solitude which you have recommended by your example. I have indeed lived fifteen years in solitude, said the Hermit, but have no desire that my example should gain any imitators. In my youth I professed arms, and was raised by degrees to the highest military rank. I have traversed wide countries at the head of my troops, and seen many battles and sieges. At last, being disgusted by the preferment of a younger officer, and feeling that my vigour was beginning to decay, I resolved to close my life in peace; having found the world full of snares, discord, and misery. I had once escaped from the pursuit of the enemy by the shelter of this cavern, and therefore chose it for my final residence. I employed artificers to form it into chambers, and stored it with all that I was likely to want. For some time after my retreat, I rejoiced like a tempest-beaten sailor at his entrance into harbour; being delighted with the sudden change of the noise and hurry of war to stillness and repose. When the pleasure and novelty went away, I employed my hours in examining the plants which grew in the valley, and the minerals which I collected from the rocks. But that enquiry is now grown tasteless and irksome. I have been for some time unsettled and distracted; my mind is disturbed with a thousand perplexities of doubt, and vanities of imagination, which hourly prevail upon me, because I have no oppor-

tunities of relaxation or diversion. I am sometimes ashamed to think that I could not secure myself from vice, but by retiring from the exercise of virtue; and begin to suspect, that I was rather impelled by resentment, than led by devotion into solitude. My fancy riots in scenes of folly, and I lament that I have lost so much and gained so little. In solitude, if I escape the example of bad men, I want likewise the counsel and conversation of the good. I have been long comparing the evils with the advantages of society, and resolve to return into the world to-morrow. The life of a solitary man will be certainly miserable, but not certainly devout.

THE FIRST PSALM,
(Common Prayer Version.)
CONTRACTED.

"Blessed is - man - not walked in - counsel - ungodly, nor stood in - way - sinners, and - not sat in - seat - scornful. But his delight - in - law - Lord, - in his law - exercise - day - night. He shall be like - tree planted - water side, that - bring forth - fruit - due season: His leaf also - not wither; and look, what - he doeth - shall prosper. As for - ungodly, it - not so with them; But they - like - chaff which - wind scattereth - from - face - earth. Therefore - ungodly - not - able - stand - judgment; neither - sinners in - congregation - righteous. But - Lord knoweth - way - righteous, and - way - ungodly - perish.

(It is upon this plan, with an abridgement of many words, that several eminent Reporters for the Press (aided by a retentive memory) are enabled to furnish very accurate Reports of the Parliamentary and other proceedings.

THE FABLE OF THE BEAR.

A Bear, who was bred in the savage deserts of Siberia, had an inclination to see the world. He travelled from forest to forest, and from one kingdom to another, making many

profound observations in his way. Among the rest of his excursions, he came by accident into a farmer's yard, where he saw a number of poultry standing to drink by the side of a pool. Observing that at every sip they turned up their heads towards the sky, he could not forbear enquiring the reason of so peculiar a ceremony. They told him, it was by way of returning thanks to heaven for the benefits they received, and was indeed an ancient and religious custom; which they could not, with a safe conscience, or without impiety, omit. Here the Bear burst into a fit of laughter, at once mimicking their gestures, and ridiculing their superstition, in the most contemptuous manner. On this the Cock, with a spirit suitable to the boldness of his character, addressed him in the following words: "As you are a stranger, Sir, you perhaps may be excused the indecency of this behaviour; yet give me leave to tell you, that none but a Bear would ridicule any religious ceremonies whatsoever, in the presence of those who believe them of importance."

THE SAME.—CONTRACTED.

- Bear, - bred - savage deserts - Siberia, had - inclination - see - world. He travelled - forest - forest, - one kingdom - another, making many profound observations in - way. Among - rest - excursions, - came - accident - farmer's yard, where - saw - number - poultry standing - drink - side - pool. Observing - every sip - turned up - heads toward - sky, he - not forbear enquiring - reason - peculiar - ceremony. They told him, - was by way - returning thanks - heaven - benefits - received, and was indeed - ancient - religious custom, which - could not, - safe conscience, or without impiety, omit. Here - Bear burst - fit - laughter, - once mimicking - gestures, - ridiculing - superstition, in - most contemptuous manner. On this the Cock, - spirit suitable - boldness - character, addressed him - following words: "As you - stranger, Sir, you perhaps - be excused

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- indecency - this behaviour; yet give - leave - tell you, - none but - Bear, - ridicule any religious ceremonies - in - presence - those - believe them - importance."

The cursory reader may *suppose*, that when many words are omitted, and those that remain are written in an abbreviated manner, it will not be legible; but let those only *decide*, who study the system, and so put it properly to the test: by their judgment only shall it stand or fall.

As the Short-Hand writer, without study at the moment, knows how to write in a deficient way, any word that occurs; so will he, with practice, in the same manner find himself able to write sentences, by using those words only that are requisite to give a complete outline of the signification, and that such outline as will of itself point out the touches that are necessary to finish the picture. When a person has much practice, he may affix a letter of the common alphabet for various long words not in the alphabet plate: capital letters may serve for others.

CONTENTS OF PLATE 3.

(*From the Proverbs of King Solomon.*)

(1.) "A wise man will hear, and will increase learning; and a man of understanding shall attain unto wise counsels.

(2.) "Be not wise in thine own eyes: fear the Lord, and depart from evil."

(3.) "Happy is the man that findeth wisdom, and the man that getteth understanding: for the merchandise of it is better than the merchandise of silver, and the gain thereof, than fine gold."

Psalm 95.

(4.) "O come, let us sing unto the Lord: let us heartily rejoice in the strength of our salvation.

"Let us come before his presence with thanksgiving: and shew ourselves glad in him with psalms.

"For the Lord is a great God: and a great King above all Gods.

"In his hand are all the corners of the earth, and the strength of the hills is his also.

"The sea is his, and he made it: and his hands prepared the dry land.

"O come, let us worship and fall down: and kneel before the Lord our Maker.

"For he is the Lord our God: and we are the people of his pasture, and the sheep of his hands."

(5.) From Dr. Johnson's Prayers, page 49.—"Almighty and most merciful Father, in whose hands are life and death; as thou hast suffered me to see the beginning of another year, grant I beseech thee, that another year may not be lost in idleness, or squandered in unprofitable employment. Let not sin prevail in the remaining part of life, and take not from me thy Holy Spirit; but, as every day brings me nearer to my end, let every day contribute to make my end holy and happy. Enable me, O Lord, to use all enjoyments with with due temperance. Preserve me from unseasonable and immoderate sleep; and enable me to run with diligence the race that is set before me, that, after the troubles of this life, I may obtain everlasting happiness, through Jesus Christ our Lord. Amen."

(6.) Our Father, which art in heaven, Hallowed be thy Name. Thy kingdom come. Thy will be done on

earth, as it is in heaven. Give us this day our daily bread. And forgive us our trespasses, as we forgive them that trespass against us. And lead us not into temptation; but deliver us from evil: for thine is the kingdom, the power and the glory, for ever and ever. Amen.

AN EXTRACT FROM MASSILLON'S CELEBRATED SERMON, ON "THE FEW THAT SHALL BE SAVED."

"I figure to myself that our last hour is come;—the Heavens are opening over our heads—Time is no more, and Eternity has begun. Jesus Christ is about to appear to judge us according to our deserts—and we are here awaiting at his hands the sentence of everlasting Life or Death.

I ask you now—stricken with terror like yourselves—in no wise separating my lot from yours, but placing myself in the situation in which we all must one day stand before God our Judge.—If Christ, I ask you, were this moment to come to make the awful partition of the just and the unjust—think you that the greater number would be saved?—Do you believe that the numbers would even be equal?—If the lives of the multitude here present were sifted, could he find among us ten righteous?—Would he find a single one?"

(The above may be written in Short-Hand soon after the Pupil has studied the examples in plate 3.)

PART II.

MISCELLANEOUS METHODS OF ABBREVIATION.

The preceding pages furnish a plan of Stenography, which, after a little practice, may be read with nearly as much ease and certainty as long hand, while at the same time it is sufficiently expeditious for common purposes. To those, however, who wish to carry the art to so much perfection as to be able to take down a speech, lecture, or sermon, additional modes of abbreviation are absolutely necessary. The ingenious student, as Mr. Gawtress* observes "will not be satisfied with merely learning to express the single letters of a word by the shortest and simplest characters; he will also endeavour to attain the power of describing whole words, phrases, and sentences, by as few of these strokes as possible. Without some such expedients one great end of Short-Hand, that of following a speaker, would be wholly unattainable."

In writing after a speaker, omit all the small and other words that do not affect the sense of the subject, and write down all the principal words, which are those that in any way give force or coloring to the meaning; leaving room between the parts of the writing for the deficient words to be inserted in their proper places afterward.

Let these principal words be written as correctly as possible. Where the sense is intricate, write more

* Mr. Gawtres's system is an improvement on Dr. Byrom's, in which he has displayed great ingenuity and ability.

words; and where the passage is common-place, make more omissions.

When the writer goes over the discourse again to put in the deficient words, it will be well for him to add vowels here and there to other words, if he perceives any little obscurity; so as to make them quite complete and easy to understand at any distance of time afterward.

Consonants may be joined together in an unusual manner—they denote words being written by one character, ⊤ *as it is.*

Contrariety or opposites may be expressed by a fine hair stroke close to the word, as =/ *heaven and earth. See list of arbitraries in plate* 3.

The radical part of a word may often be sufficient to denote the whole word, as ⊕ *exp.* for *expences,* ⊾ *pos.* for *possible,* ⅋ *rep. reputation,* &c.

Words ending in any of the terminations may be denoted by their first consonant and vowel, or two first consonants, together with the proper terminative mark.

Example. *Ar-ary, arbitrary; op-ity, opportunity; ca-ity, capacity.* When one consonant only is written, care must be taken that the vowel, whether it precedes or follows, is never omitted. These omissions may easily be supplied by the sagacity of the reader.

A mode of contraction much used in common writing, is to express the first and last consonants of a word, leaving a dash in the middle to shew that it is deficient. This plan may be adopted in Short-Hand writing, or the common letters may occasionally be used. If the characters cannot be distinguished by the plan first pointed out, the termination may be written under the first consonant. Monosyllables and other short words usually contain the greatest proportion of consonants, and

therefore present the most formidable obstacle to expeditious writing. If a part of a sentence is to be repeated, draw a line under it, and place a caret where the repetition should be read again, as "Finally, brethren, whatsoever things are true, ^ honest, ^ just, ^ pure, ^ lovely, ^ of good report, if there be any virtue, ^ praise, think on these things."

All derivative adjectives may be represented by writing the radical word on which they are formed, and placing the accental mark a little to the left of the top of the last consonant.

Derivative substantives may also be represented by placing a dot at the top of the last consonant. Derivative adverbs should have the point on the right of the last consonant. The following sentences may be thus contracted, "Life and im—— are brought to light by the g—-."—"The re—— of the dead, and a future state of r— and pu—— are plainly and positively taught in the gospel." In these instances the words *immortality*, *gospel*, *resurrection*, *rewards*, and *punishments*, are easily discovered.

No limits can be set to this mode of abbreviation. The writer's judgment must inform him when such liberties can be taken without ambiguity.

Such words may be joined together as are either represented by single letters, or such as by their frequent occurrence have become so familiar as to be readily known, though denoted by their first consonant only.

Such words should, if possible, be shewn to be a contraction. The words thus contracted should be joined in an unusual manner, or such words may be

written above or below the line. The words, *it is*, may be written thus, ⊢

By the rules already given, nearly one-third of the words in every sentence may be expressed with the greatest speed and legibility. At the same time this mode of abbreviation is not liable to the objections which are frequently made against arbitrary characters.

Adjectives and substantives mutually assist in discovering each other, where the one is written plainly, the other will generally be sufficiently denoted by its first consonant and vowel.

Auxiliary verbs may be joined together, as, *shall be*, ⌐ *would be*, ⌐ &c. &c.

The principal methods are shewn, and it is left to the pupil to make such further additions as his occasions may require, which he may carry further and further in proportion to his skill in the art, and his knowledge of the subject upon which he writes.

MISCELLANEOUS DIRECTIONS.

It will be advisable for the pupil to use faint lined paper—suitable oblong books for such purpose may be obtained at the Stationers.

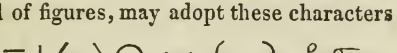
Mordan & Co's. Patent "ever pointed pencils" will be found very useful to the Short-Hand writer. Those who cannot afford to purchase this article, the author recommends Riddle's HH.—black lead pencils, two or three previously cut will be found convenient when writing in public.

A common pen must be made with the nib much finer than for other writing, and something harder, with a small cleft.

DIRECTIONS FOR POINTING, &c.

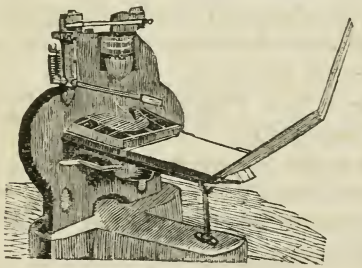
THE comma must be inverted; the semicolon by its usual mark; the colon by two inverted commas; and the period by a fine hair stroke, or a mark thus, × in general a wider space will be sufficient. A note of interrogation or admiration, may be used as in common.

Those who prefer Short-Hand marks for numbers, instead of figures, may adopt these characters:—



1 2 3 4 5 6 7 8 9 10.

The subjects chosen as examples for the young pupil, are moral or religious. It has been remarked by one who was no unskilful observer of men and manners, that a few good precepts when contracted into sentences, often strike the attention of young persons.



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